

4A-39

8356

25X1A

MEMORANDUM TO:

FROM:

Contracting Officer.

25X1A

SUBJECT: Delegation of Responsibility.

As you know, [ ] departed for the States on Friday, June 24, and I expect to return on or about June 30.

The contractual authority delegated to me was to be carried on by [ ] upon my departure. However, it is now necessary that I appoint [ ] as authorized representative of the Contracting Officers. As such his responsibilities are as follows:

- (a) To prosecute the construction contracts and all work related thereto.
- (b) To prepare all change orders, letters, etc. pertaining to such contracts and/or any new contracts or agreements required to carry out the work.
- (c) Any change orders, termination of agreements or contracts and/or any new procurement of land or materials resulting in an increase or decrease in the cost of the project shall be first approved in writing by [ ] as the Contracting Officer.

Contracting Officer

cc:

File

HJP/BL

Copy reviewed Aug 12.  
N.W.K.

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